



DEPARTMENT OF DEFENSE  
NATIONAL SECURITY PERSONNEL SYSTEM  
PROGRAM EXECUTIVE OFFICE  
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ARLINGTON, VA 22209-5144



September 16, 2008

MEMORANDUM FOR NATIONAL SECURITY PERSONNEL SYSTEM (NSPS)  
PROGRAM MANAGERS

SUBJECT: New NSPS Performance Appraisal Form (DD2906)

On September 28, 2008 to coincide with the release of PAA v3.0, an improved DD2906 NSPS Performance Appraisal form will be available. The redesigned form includes the following enhancements:

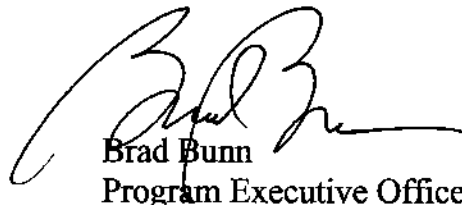
- More intuitive design that decreases the form length for many employees
- A cover sheet to protect privacy of employee information
- Self-Assessment and Rating Official assessment and evaluation by job objective
- Single signature area to document the performance plan and appraisal activities

The DD2906 will be available on the NSPS website ([www.cpms.osd.mil/nsps](http://www.cpms.osd.mil/nsps)) and the Department of Defense Forms Management Program website (<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>).

The NSPS Performance Appraisal Form (DD2906) Fact Sheet is attached for your information and distribution. The fact sheet:

- Discusses the relationship between PAA v3.0 and the new DD2906 form
- Indicates which forms to use to complete FY08 appraisal activities and begin FY09 performance plans
- Addresses anticipated frequently asked questions

For additional information, please contact Polly Black, Civilian Personnel Management Service, at 703-696-1467, or DSN 426-1467.

  
Brad Bunn  
Program Executive Officer

Attachment:  
As stated

**ATTACHMENT**



National Security Personnel System  
Performance Appraisal Form (DD2906)  
September 2008

***This Fact Sheet provides general information concerning the new NSPS Performance Appraisal Form (DD2906). For information on other NSPS subjects, please visit the NSPS web page at <http://www.cpms.osd.mil/nsps>.***

## **General**

On September 28, 2008 to coincide with the release of PAA v3.0, an improved DD2906 appraisal form will be available. The redesigned form includes the following enhancements:

- More intuitive design that decreases the form length for many employees
- A cover sheet to protect privacy of employee information
- Self-Assessment and Rating Official assessment and evaluation by job objective
- Single signature area to document the performance plan and assessments

The DD2906 will be available on the NSPS website ([www.cpms.osd.mil/nsps](http://www.cpms.osd.mil/nsps)) and the DoD Forms Management Program website (<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>).

## **Frequently Asked Questions**

**Question: When should I start using the new form?**

**Answer:** Use the new form to create your FY 2009 performance plan. If you use PAA v3.0, the new form will populate automatically.

**Question: I used the old version of the DD2906 to build my performance plan. To complete my FY 2008 appraisal, do I have to copy everything into the new form?**

**Answer:** No. You should continue to use the old version of DD2906 to complete your FY 2008 annual appraisal activities. However, you should use the new DD2906 when creating your FY 2009 performance plan.

**Question: Where can I get a copy of the PDF version of the 2906?**

**Answer:** The new DD2906 appraisal form is available on the NSPS website ([www.cpms.osd.mil/nsps](http://www.cpms.osd.mil/nsps)) and the DoD Forms Management Program website (<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>).

**Question: Which version of the form generates from the PAA for pay pools to use during their deliberations this fall?**

**Answer:** The old DD2906 will be used just as PAA version 2.0 will be used to complete all FY 2008 annual appraisal activities.

**Question: Is there a character limitation for assessments in the new form?**

**Answer:** Employees and rating official each have a limitation of 2,000 characters per job objective assessment.